



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Lindsay Parish

Applicant Title: Paducah City Clerk

Office Address: 300 South 5th Street
Paducah, KY 42003

Phone Number: 270-444-8506

Email Address: lparish@paducahky.gov

Federal ID Number: 616001891

Part B: Project Summary

Total Funds Requested: \$ 23,757.00

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

See attached.



Kentucky Department for Libraries and Archives
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Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: Data Records Management Services
Vendor Address: P.O. Box 7256
Paducah, KY 42002-7256

Vendor Phone and Email: _____

Purpose: Security Microfilming ☒ Digitization ☒ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
Minutes Books	1824-1889	L4838	3720.00
Ordinance Books	1908-1975	L4949	3830.25
Resolution Books	1908-1975	L4947	4778.25
Microfilming			8780.50
Diazo Cost for <u>31</u> Copies			1550.00
Quality Control (Add 12.5% of the microfilming cost)			1098.00
Total Cost			\$ 23,757.00

Section 2

Vendor Name: _____
Vendor Address: _____

Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

****Please Attach Additional Sections, If needed.****



**Kentucky Department for Libraries and Archives
Local Records Program**

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

See attached.

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☐ No ☒

See attached.

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐



**Kentucky Department for Libraries and Archives
Local Records Program**

Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

See attached.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐

3. Can these records be removed from the office during the project? Yes ☒ No ☐ N/A ☐

4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☐ Microfilm ☐ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:



**Kentucky Department for Libraries and Archives
Local Records Program**

Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis.

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.


Authorized Local Government Official

Brandi Harless, Mayor

Typed or Printed Name and Title

04/11/19

Date


Official Custodian of Records

Lindsay Parish, City Clerk

Typed or Printed Name and Title

04/11/19

Date

Part B. Project Summary

Please provide a complete description of the proposed project.

The Office of the City Clerk of Paducah seeks to security microfilm and to digitize Minute Books (Record Retention Series #L4938) and Ordinance Books (Record Retention Series #L4949). The Minute Books range from 1924 to 1969 and the Ordinance Books range from 1909 to 1975. Ordinance Books also contain Resolutions (Record Retention Series #L4945). These books are all considered permanent records under the Kentucky Department for Libraries and Archives, Local Government Records Retention Schedule and therefore must be maintained by the City of Paducah *ad infinitum*. These records contain historically significant information both from a legislative standpoint, but also from a cultural standpoint. These records are significant to understanding the development of modern day Paducah. Accessibility of the documents for records management, Open Records Requests and research requests is the main goal of the project. The existence of only paper files leaves the City susceptible to records loss in the event of natural disaster, fire or theft.

The project will result in the creation of 31 rolls of security microfilm that will be stored in KDLA's security vault. This microfilm will provide an extra level of security for the records and will be at an off-site backup storage location. In addition, approximately 21,000 digital images will be created and uploaded into the City's current records system. Digital images will be indexed and searchable. This will allow for faster and more efficient access to the records for the staff and the public. Digital images will be available through the City's website for all to access at will. Digital images will reduce wear and tear on the original documents to assist with their long-term preservation.

We have selected Data Records Management Services as the vendor to conduct the microfilming and digitization of these records. DRMS is a Kentucky Department for Libraries and Archives, Digitization and Certified Micrographics Vendor. They will be microfilming and scanning the records in their local lab over a period of eight weeks. The City Clerk's office will work with them to insure that records are handled appropriately and conforming to generally-accepted archival and records management standards such as original order. Once the filming and scanning is complete, the vendor will send work products to KDLA for Quality Assurance/Quality Control and provide copies of KDLA approved work products to the City Clerk's office as well. The City of Paducah IT department will insure that the digital images are uploaded to the existing records system.

Vendor Justification

The City of Paducah opened sealed bids for the City Clerk's Scanning & Microfilm Project on Wednesday, April 3, 2019. A total of five (5) sealed bids were received and evaluated. Data Records Management Services (DRMA) was determined to be the lowest responsive, responsible bidder (see attached bid tabulation worksheet). DRMS was responsive to all items within the Request for Bids (RFB). DRMS addressed all aspects of the RFB. Kofile failed to return the addendum to the RFB. US Imaging and Avenu

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were deemed unresponsive to at least one (1) aspect of the RFB. Cott Systems was responsive but was priced higher than DRMS. Therefore, DRMS is chosen for the contract if grant funding is awarded.

Commitment of Local Government

The City of Paducah is committed to a comprehensive records management program. The City Clerk works closely with our Regional Administrator, Becca Halbmaier, on records management activities. Paducah uses the Local Government General Records Retention Schedule provided by KDLA and other appropriate agency specific records retention schedules to determine records retention and disposition. The City Clerk is the official guardian of records and is in charge of records transfers and destruction of records. The Assistant City Clerk assists with the maintenance, retrieval and dissemination of records. The City Clerk and Assistant City Clerk are provided records management training as it pertains to their position duties and attend at least one records training provided by KDLA. The City of Paducah provides space in the City Clerk's office for the secure storage of valuable records. The City Clerk and Assistant City Clerk will provide any necessary assistance and resources within the office to complete the project. The City of Paducah's Grants Administrator, who has four (4) years of experience with grant application and management, will help ensure grant guidelines are being met and reported accurately.

These valuable records are stored in the City Clerk's office. Currently, they reside in a room with a lockable vault door but the room itself is not a fire resistant environment. By digitizing and microfilming these records will be secured in the event of a fire or natural disaster. Since taking office in July 2018, the City Clerk has cataloged the preservation status of all Minute and Ordinance books. She has created a work plan to insure the microfilming, digitization and preservation of all books over the next 4 years. This work will be conducted through a combination of in-house work and contract work funded through grants and local appropriations.

Part C: Project Outcomes

The proposed project will result in the preservation of and increased access to record books (approximately 21,000 pages) of permanent Minutes from 1924-1969 and Ordinances and Resolutions from 1909 to 1975. The City Clerk stores these Minutes and Ordinance books in the City Clerk's office, in accordance with the Kentucky Department for Libraries and Archives Local General Records Retention Schedule approved by the State Archives and Records Commission pursuant to KRS 171.140-740. These physical records are the only copies, and each must be stored permanently in accordance to the KDLA Retention Schedule, Official Minutes (V) Series L 4938, Resolutions (V) Series L4945 and Ordinances (V) Series L 4949.

Having only paper copies leaves the City of Paducah's legislative files vulnerable to deterioration and loss. The oldest of these books are in a fragile condition such that physical copying of the pages is only allowed by taking a cell phone picture. The public's access to these records is limited in order to preserve the physical condition of the records. Accessibility to files is also limited by physical locality and access to City Hall. The City Clerk's office is open to the public only during regular business hours which

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Minutes and Ordinances Digitization

is limiting to people accessing the records. These files are the only Minutes and Ordinances that are not preserved through some form of digitization. This project will provide for the protection of all Paducah's Minutes and Ordinances in order to insure these valuable records are available for future generations. By digitizing and indexing the files, records accessibility will be improved due to search capabilities of the software available. Digitized versions of the records will be available on the Paducah City website (www.paducahky.gov) for all to access 24/7.

Since taking office in July 2018, the City Clerk has catalogued all Minute and Ordinance Books. She has created a spreadsheet tracking the preservation status of each book. The spreadsheet tracks date range, number of pages, digitization, metadata, microfilm, updated binding, and online access. The goal of the Clerk's Office is to have all Minute and Ordinance Books fully searchable and accessible online by July 2020 and all books rebound and microfilmed by 2023. The Clerk has made a priority of the proper preservation and publication of the records to insure that equal access is afforded to all citizens.

Although the City of Paducah takes every precaution to safeguard these vital records, the threat of fire, flooding and inclement weather are a real concern. Paducah also sits within the New Madrid Seismic Zone meaning the region is more susceptible to earthquakes than most. Any damage to the City Clerk's office would be catastrophic since no digital or duplicate copies exist for these Minutes and Ordinances.

If awarded, this grant project would mitigate all of those concerns. Digitization solves the issue of accessibility of the records. Digital files would preserve the records in the event of a catastrophic event, and solve the problem of records loss due to physical deterioration. Digitization will also index and make the records searchable. The City Clerk's office would experience the benefits of better organization, easier access and a more reliable form of storage. Legislative Minutes and Ordinances represent the backbone of the organizational history of Paducah. These are records of Paducah that affect lives today and tomorrow. Their continued protection is important.

The community as a whole would benefit from having a relatively inexpensive and safe method of storage that also improves accessibility to staff and citizens. Digitization keeps these files part of our community indefinitely.

The City of Paducah employs a Public Information Officer (PIO) who will disseminate information to the community and regional media outlets about this project via press releases, articles on the city's website and social media outlets (Facebook, Twitter, Instagram), and through a presentation to the Paducah City Commission. The Paducah City Commission voted to approve submitting this grant application and further Commission approval will be required upon award of a grant.

CITY OF PADUCAH

CITY CLERK'S OFFICE
300 SOUTH 5TH STREET
PADUCAH, KY 42003

CITY OF PADUCAH

**CITY CLERK'S OFFICE
300 SOUTH 5TH STREET
PADUCAH, KY 42003**

REQUEST FOR BIDS (RFB)

**ORDINANCE AND MINUTE BOOK RECORDS
DIGITIZATION AND CONVERSION TO MICROFILM
CONTRACT**

INVITATION TO BID

RECEIPT OF BIDS

The City of Paducah, City Clerk's office 300 South 5th Street Paducah, Kentucky, will receive sealed bids for the "**ORDINANCE AND MINUTE BOOK RECORDS DIGITIZATION AND CONVERSION TO MICROFILM CONTRACT**" at 2:00 p.m., CST, on Wednesday, April 3, 2019. All bids received will publicly be opened and read aloud, Commission Chambers, Second Floor, City Hall, 300 South 5th Street, Paducah, Kentucky.

RECORD INSPECTION

ALL BIDDERS MUST PHYSICALLY INSPECT THE RECORDS AT THE CITY CLERK'S OFFICE, PRIOR TO THE SUBMISSION OF A BID. PLEASE CONTACT LINDSAY PARISH AT (270) 444-8506 OR LPARISH@PADUCAH.KY.GOV TO SCHEDULE AN INSPECTION OF THE RECORDS. The Vendor shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required within this specification because of failure to investigate the conditions or become acquainted with all the information concerning the services to be performed.

SUBMISSION OF BIDS

Bids shall be submitted in a sealed envelope, plainly marked with Bidder's name, address, date, and RFB title: **Bids for Digitization & Microfilm Contract.**

BIDS MUST BE SUBMITTED TO:

Paducah Planning Department
c/o Melanie Townsend
300 South Fifth Street, 2nd Floor
PO Box 2267
Paducah, KY 42002-2267

BID EVALUATION - AWARD OF CONTRACT

A Notice of Award will be given to the responsible bidder who submits the lowest responsive bid in accordance with the specifications (Exhibit A). **Award of the contract is contingent upon the City of Paducah receiving the Kentucky Department of Libraries and Archives Local Records Program grant funding.** Should there be reasons why the contract cannot be awarded within 90 days of the bid opening, the time may be extended by mutual agreement between the City of Paducah and the bidder.

WAIVER OF MINOR DEFECTS/WITHDRAWAL OF BIDS

The City of Paducah may waive any informalities or minor defects or reject any and all bids. Any bid may be withdrawn prior to the bid opening. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within 90 days after the actual date of the opening. Under justifiable circumstances, the City may release a bid if the Bidder can demonstrate that an obvious error was made while preparing the bid.

ABILITY TO PERFORM WORK/REJECTION OF BIDS

The City of Paducah may make such investigations as deemed necessary to determine the ability of each bidder to perform the work as outlined in this RFB. Each bidder shall furnish to the City of Paducah all such information and data for this purpose as the City of Paducah may request. The City of Paducah reserves the right to reject any BID if the evidence submitted by, or investigation of, such bidder fails to satisfy the City of Paducah that such bidder is properly qualified to carry out the obligations of the AGREEMENT and to complete the WORK contemplated therein. The City of Paducah has the authority to eliminate any and or all bids from Contractors that in the opinion of the City of Paducah have performed unsatisfactory work on prior projects. The City reserves the right to reject any and all bids, and to waive technicalities and minor irregularities in bids. A conditional or qualified bid may not be accepted. Unsolicited alternates will not be accepted.

PREFERENCE TO KENTUCKY BIDDERS

In accordance with KRS 45A.365, prior to a contract being awarded, a resident bidder of the Commonwealth shall be given a preference against a non-resident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the non-resident bidder.

REQUIREMENTS

The selected vendor shall procure all permits and licenses, and shall pay all such fees or charges, and give all notices necessary and incidental to performing the work. Further, the selected vendor shall be familiar with and comply with all Federal, State, County and City laws, by-laws, ordinances, and regulations, which control the work, actions and operations of those engaged or employed in the work or which affect materials used.

EQUAL EMPLOYMENT OPPORTUNITY

The Contractor shall ensure that employees and applicants for employment are not discriminated against because of their race, religion, color, sex, national origin, age or disability.

CONFLICTS, GRATUITIES AND KICKBACKS

The vendor adheres to the provision of KRS 45A.455 relative to conflicts of interest, gratuities, kickbacks, and use of confidential information in all bid offerings. During the bid process, Bidders shall not contact any employee of the City in reference to this bid, with the exception of the City's designee. Failure to abide by this provision may serve as grounds for disqualification for award of this contract.

OWNER'S RIGHTS RESERVED

The City reserves the right to reject any and all bids in accordance with the City of Paducah's Code of Ordinances and the Project Specifications.

HOLD HARMLESS

The City shall be held harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from, arising out of the agreement, contract or lease, unless such claims are a result of the City's sole negligence.

ATTACHMENT A **SPECIFICATIONS**

Project (Bid) Specifications: City Clerk's Office Scanning & Conversion Project

SECTION I – Scanning/Digitizing Ordinance & Minute Books

Scan/digitize approximately 21,000 pages which are housed in bound books – Provide 2 copies of the records in digitized format (1 copy for the City Clerk's Office & 1 copy for the Kentucky Department of Libraries & Archives)

- **Electronic Arrangement** - Electronic files must be foldered by the document type ("Minutes" or "Ordinances"), sub-foldered by the decade, and sub-foldered by the individual year of adoption.
- **Document Titles** –
 - **Ordinances (Records Retention Series # L4949)**: Ordinance adopted before January of 1968 did not have assigned ordinance numbers. Each individual Ordinance adopted after January of 1968, must be titled by the assigned Ordinance Number (Example: 1968-1-1). Ordinances adopted before January of 1968 should be titled by the Book Number and Page Number where they begin. (Example: BK 6 PG 365).
 - **Resolutions (Records Retention Series #L4945)**: Resolutions are contained within the Ordinance Books and do not have assigned numbers to identify them. Resolutions should be titled by the Book Number and Page Number where they begin. (Example: BK 6 PG 366).
 - **Minutes (Records Retention Series #L4938)**: Minutes should be titled by the Month, Day and Year of the Commission Meeting (Example: 01-09-1958).
 - **Index to Official Minutes (Records Retention Series #L4939)**: The index for a Minute Book will be at the front of each book and should be titled by Index Type and Book Number. (Example: Minute Index BK 9)
 - **Index to Official Ordinance (Records Retention Series #L4942)**: The index for an Ordinance Book will be at the front of each book and should be titled by Index Type and Book Number. (Example: Ordinance Index BK 12)
- **Format** – Images must be provided on an external portable media in TIFF format.
- **Repackaging/Delivery** - Documents are to be repackaged in the existing binding in exactly the same order as originally packaged. Books must be picked up from, and returned to, City Clerk's Office shelving at Paducah City Hall.
- **Access**: Vendor must provide both physical and electronic document access to the City Clerk's Office for the entirety of project (while records are off-site being converted).

SECTION II - Microfilm – Vendor must provide all records on either 16mm or 35mm microfilm – Vendor will provide 2 copies (Security Microfilm to be housed at the Kentucky Department of Libraries & Archives and 1 diazo copy to be housed at the City of Paducah Clerk's Office)

- Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
- Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
- Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
- Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
- Roll microfilm used in this project must be polyester based.
- Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
- Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
- Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
- Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
- Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
- Offerers must provide services or materials within the term of the grant following the beginning of the FY and subsequent availability of state funds.
- Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
- Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
- Written proposals must be received no later than to be considered.

NOTE: It is the sole responsibility of the prospective bidder to evaluate books, sheet sizes, sheet/page counts, location pickup and delivery, record arrangement, and any other aspect of this bid not explicitly expressed in these specifications.

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A NO BID.

To arrange an onsite review (**which is required to be eligible to win this bid**) and/or for questions, please contact:

Lindsay Parish, City Clerk
Phone: (270) 444-8506
Email: lparrish@paducahky.gov

OR

Claudia Meeks, Assistant City Clerk
Phone: (270) 444-8507
Email: cmeeks@paducahky.gov



April 3rd, 2019

Lindsay Parish,
City Clerk of Paducah
800 South 5th Street
Paducah, KY 42008

Dear Lindsay:

Thank you for the opportunity to earn your business. I visited your office on March 12th and reviewed your Minutes and ordinance books. I reviewed the condition of the files and made an estimate of the files mentioned below. Due to the age of the books, specialized scanners and technology will be required to complete the project. Therefore, pricing will reflect the items needed to complete the project with excellence. When the work is complete Data Records Management Services will deliver the images to you on a hard drive. This office will have 90 days after receipt of the electronic documents to examine them for quality and completeness. If any inadequacies are discovered during that 90-day period, the full extent of recovery from DRMS by the client is the rescan of any affected documents at no cost to the customer. If no inadequacies are discovered during that 90-day period, Data Records Management Services will be held harmless from any such claim from that date forward.

Attached is DRMS's proposal for your review. If you have any questions, don't hesitate to contact me. It is my privilege to serve you and the city clerks' office.

Sincerely,

Tanner Anderson,
Data Records Management Services, LLC
270-443-1610
Tanner.Anderson@drmsusa.net

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610



ATTACHMENT A

SECTION I

- **Electronic Arrangement**- Electronic files will be foldered by the document type "Minutes or Ordinances", sub-foldered by the decade, and sub-foldered by the individual year of adoption.
- **Document Titles –**
 - **Index to Official Minutes (Records Retention Series #L4939):**
There are 13 volumes containing an estimated 14,250 images

Prepping fee of \$29.75 per hour at 13 hours \$386.75

Digitizing 13 post bound books with 13,333 pages at .25 cents an image
\$3,333.25

- **Index to Official Ordinance (Records Retention Series #L4942):**
 - Indexing is 50 cents per document with an estimated document count of roughly 7,125 documents
\$3,562.50

- **Document Titles –**
 - **Ordinances (Records Retention Series # L4949):**

There are 9 volumes containing an estimated 6,371 images

Prepping fee of \$29.75 per hour at 9 hours \$267.75

Digitizing 12 post bound books with 6,371 pages at .25 cents an image \$1,592.75

- **Resolutions (Records Retention Series #L4945):**
 - Indexing is 50 cents per document with an estimated document count of 6,371
\$3,185.50

- **Format**- The images will be provided on an external portable media in TIFF format.

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PO Box 7256 Paducah KY. 42002-7256
270-443-1610



- Repackaging/Deliver- Documents will be repackaged in the existing binding in exactly the same order as originally packaged. Book will be picked up from, and returned to, City Clerk's Office shelving at Paducah City Hall.
- Access: DRMS will provide both physical and electronic document access to the City Clerk's Office for the entirety of project.

Section I : **\$12,328.50**

SECTION II Microfilm

DRMS will provide all records on 35MM film due to the size constraints of each book. Our secure certified lab has been writing microfilm for the State of Kentucky for the past 15 years and upholds the guidelines and requirements set forth by the Department of Library and Archives. Therefore, 16MM is unacceptable and will be denied.

31 rolls of 35MM microfilm at \$31.50 per roll	\$976.50
Developing of each roll at \$25.00 per roll	\$775.00
21,000 images @ 10 cents per image	\$2,100.00
Professional services for Writing of each roll \$79.50 per roll	\$2,464.50
Quality Control at 79.50 per roll	\$2,464.50
Diazo Copy of film (31 rolls)	\$1,550.00

SECTION II: **\$10,330.50**

TOTAL: **\$22,659.00**

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610



This proposal is good for 30 days.

Billing Terms:

A customary 20% is required to commence the project. Data Records Management Services will then invoice when the work is completed.

Acceptance:

Your acceptance of this proposal constitutes our agreement

Accepted by:

Client Signature

Date

Title

**1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610**



A V E N U

INSIGHTS & ANALYTICS

City of Paducah, Kentucky Ordinance and Minute Book Records Digitization and Conversion to Microfilm

Presented by Avenu Insights & Analytics, LLC

City of Paducah



A V E N U
INSIGHTS & ANALYTICS

City of Paducah, Kentucky
Ordinance and Minute Book Records
Digitization and Conversion to Microfilm
RFB for City Clerk's Office

City of Paducah Ordinance and Minute Book Records Digitization and Conversion to Microfilm

For office of the City Clerk

Technical Proposal

RFB

Due Date: April 3, 2019

Submitted by:

Avenu Insights & Analytics
5860 Trinity Center Parkway
Suite 120
Centreville VA, 20120

ORIGINAL



A V E N U
INSIGHTS & ANALYTICS

City of Paducah, Kentucky
Ordinance and Minute Book Records
Digitization and Conversion to Microfilm
RFB for City Clerk's Office

Contact

Primary Contact

Charles "Woody" Carter
Client Sales Executive

Avenu Insights & Analytics
5860 Trinity Center Parkway
Suite 120
Centreville VA, 20120
Email: Charles.carter@avenuinsights.com
Mobile Phone: 937.272.7766

Secondary Contact

Ann Kirkbride
Senior Product Manager

Office Phone: 714-742-2445
Email: ann.kirkbride@avenuinsights.com

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City of Paducah, Kentucky
Ordinance and Minute Book Records
Digitization and Conversion to Microfilm
RFB for City Clerk's Office

April 3, 2019

Paducah Planning Department,
c/o Melanie Townsend
300 South Fifth Street
2nd Floor PO Box 2267
Paducah, KY 42002-2267

Dear Melanie,

Thank you for the opportunity to submit our proposal for scanning the City of Paducah's books as outline in your RFB. Our response is comprehensive and fully compliant with your RFB requirements and we are prepared to start immediately.

I was delighted to visit the City Clerk's office on March 6, 2019. During this visit it was very helpful to physically view the books and look at the office space to fully understand the current conditions of the books and to view the office space that will be made available to perform the scanning of the books.

Our proposal includes Automated and Manual Digital Magic. These additional processes will insure that the resulting scanning process will be greatly improved compared to vendors who may not offer this additional processes in their proposals.

We look forward to the opportunity to provide and deliver quality services to the City of Paducah, KY and appreciate the opportunity to develop a long lasting partnership with the City.

Please feel free to contact Charles "Woody" Carter, SR. Sales Executive by email at Charles.carter@avenuinsights.com or by phone at (937) 272-7766 with any questions.

Best Regards,

A handwritten signature in blue ink that reads 'Charles W. Carter'.

Charles "Woody" Carter
Client Sales Executive
charles.carter@avenuinsights.com
937-272-7766 M

Executive Summary

At Avenu we improve the way businesses and governments interact with their customers, employees and constituents delivering client value by modernizing the constituent experience.

Avenu Enterprise Solutions, LLC (Avenu) is the nation's leading single-source provider of land records systems and computerized document indexing, imaging, microfilming, workflow and recording solutions. Avenu has a long history of helping state and local governments better serve their citizens through a broad range of systems and services. Our unique combination of program innovation, operational strength, and business flexibility aids governments in achieving operational and public service improvement objectives.

We are the globally recognized leader in imaging technology, having provided large volume document imaging services to customers for over 40 years. Since our founding, we have maintained our focus on putting clients first. We are extremely proud of our proven success record of providing strategic value, business results and operational improvements to our clients.

Company Facts

- Providing our state-of-the-art Solutions to State & Local Government offices for over 40 years
- 3,000 County, City, State and municipalities nationwide
- 1,100 employees
- Our Digital Document Processing Division has 118 staff dedicated to conversion services
- 2 Certified Labs, NY & TX

History

The history of our group begins when Hall McChesney began providing books to counties for recording land records by hand. Business Records Corporation (BRC) of Dallas, Texas acquired Hall McChesney in 1981. Over the next two decades, BRC emerged as the leading provider of records management products and services. Affiliated Computer Services (ACS) purchased BRC in 1999 and became part of the Xerox Corporation with their acquisition of ACS in February 2010.

In January 2016, Xerox Corporation announced it would separate its technology and services businesses into two independent, publicly traded companies, both of Fortune 500 scale. The separation was concluded on January 1, 2017. The business process services, or BPS, business of Xerox Corporation was now being conducted under the new name of Conduent, Incorporated ("Conduent, Inc.") and in August of 2018 Avenu Insights and Analytics acquired this division of Conduent.

Under the new organization, there have been no changes in the services delivered, the people providing them, or our full commitment to meeting the technical requirements and service level agreements specified by the RFB.

Figure 1.0-1 provides a graphical view of our history



Figure 1.0-1 History

Experience

We are the globally recognized leader in imaging technology, having provided large volume document imaging services to customers for over 40 years

Avenu is the largest supplier of services to the state and local government market in the United States providing leading- edge Image Enabled applications for over 40 years. Our core business is government land records management. We have offered digital image conversion and indexing services and archival microfilm processing since the 1970's. We are the only U.S. company that provides both computerized records management systems on a variety of platforms and all the micrographic, digital imaging, and related functionality that counties need all entirely in-house. Our staff pioneered the introduction of computerized services into local governments. As early as 1976, our staff members developed large-scale, on-line database management systems. This same staff introduced microcomputers into local government in 1979, two years ahead of the introduction of the IBM PC.



Experience and scope of services to Government Clients

The experience of our people, the satisfaction of our clients, and our culture all combine to make the difference.

Avenu experience is demonstrated in our scope of services provided to our customers. Daily services are provided for 225 recording offices nationwide, our experience and depth of knowledge for managing government documents nationwide spans decades. Our experience of historical documents is illustrated by our breadth of services over 40 years.

- Create daily Microfilm for 135 counties
- Index 250,000 land records documents monthly, processing over 1M pages a month
- Scanned Document Records back to Sovereignty
 - Plat Scanning and Filming
 - High speed document scanning
 - Bound Book Scanning "White Glove"
 - High-speed film-to-image and image-to-film conversion
 - Full-service indexing & verification
 - Compact books creation
 - Super Search (OCR) anywhere access website for document hosting.
 - Electronic recording/filing
 - Redaction
 - Internet hosting & delivery of land records
 - Microfilm and tape storage
 - On-site system installation, training, and implementation services
 - Customized conversion services
 - Award-winning archival microfilm services
 - Archival storage services
 - Real-time online indexing services
 - Book re-creation/preservation services
 - Disaster recovery and security
 - Land Records management & imaging systems

Section I - Scanning/Digitizing Ordinance & Minute Books

REQUIREMENT: RFB Section 1

Scan/Digitize approximately 21,000 pages which are housed in bound books – Provide 2 copies of the records in digitized format (1 copy for the City Clerk's Office and 1 copy for the Kentucky Department of Libraries & Archives)

1.1 Technology

Avenu's Image Enhancement Technologies were developed in-house and over time has "learned" to understand pixel density, can analyze the image and programmatically automate the enhancement those images. Other vendors offer enhancements of "ONLY" 10% of your documents we will use our automated "Digital Magic" on every page.

Avenu Developed Technologies

We are both a Technology and Services Company. Serving as one of our core competencies, Avenu's image conversion line of business has created solutions to better serve our customers. We have developed software called "PPA" for all scanning and data capture, utilizing SQL server databases in a highly scalable, multi-threaded environments with failover and redundancies protocols that can easily process 1,000 pages or a million pages that is only limited by the amount of hardware we use.

Using our in-house proven Solution and developed toolset for image enhancements "Digital Magic" and industry tools like Image Express offers a Best in Breed solution when converting any media to digital images. PPA offers overall workflow and monitoring feeds that drill down to the user level, these data analytics are ported into our Reporting/Tracking Modules. This reporting module monitors current processing levels and quality measurements at the project level that allow us to identify processing issues or staff issues during processing for immediate remedy.

To accomplish scanning tasks, we use medium and high-volume production scanners. These scanners provide Virtual Rescan functionality and integrate with Kofax Ascent Capture 10.4.0 software. Our scanners are capable of providing black and white (bi-tonal) or color images in a variety of resolutions (100 – 600 dpi). Our devices capture documents in a variety of paper weights and sizes from 2.5 in. x 5 in. to large format scanners up to 36" wide documents/drawings.

Avenu Developed Technologies – Image Enhancement "Digital Magic"

Digital Magic was designed specifically for the image capture and re-creation of poor-quality originals such as old negative page books. The Digital Magic process is an Avenu developed technology exclusive process to preserve your records. We digitally scan your original books in your office, then using our unique programs to produce the best quality image available. For City of Paducah we will be tagging the image with the naming convention as specified in the Q & A insuring the file name matches the page value for corresponding image.

The Digital Magic process provides a far more readable document then is contained on the page in your books. By scanning the page with a grayscale scanner and saving as a JPEG image, we can analyze each variation that exists on the page. The process that is used by Avenu programmatically analyzes each JPEG image and pixel calculating a histogram of each page. The histogram allows for a determination to be made between the various shades of gray as to which shade should be black and which should be white.



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Avenu developed special features in the software to handle documentary stamps, seals and signatures, as well as removing excessive borders and hole punches. A TIFF image is generated as a result, allowing for a smaller file size for your storage and retrieval system. A final analysis is made by an operator to ensure the quality and integrity of the converted image. The original JPEG image is also saved. This process is the most exacting process available for producing a quality document, recovering much of the document information which has been un-recoverable using other techniques.

Avenu has the experience staff, hardware, software and supplies necessary to complete City of Paducah Scanning project and looks forward to exceeding your expectation. Three things set us apart from other providers: our spectrum of services, our experience, and our resources. We are a single-source comprehensive full-service provider, not just a software and equipment marketer, we provide computerized indexing, record systems and related services with roots in land records dating all the way back to 1878.

1.2 Statement of Work

The successful outcome of any project implementation efforts depends on an understanding and an adherence to project management principles and guidelines. Avenu has extensive experience in managing projects for on-site digitization of Record Books. We are versed in the scanning of historically significant and fragile documents as well as scanning of business-critical records. We look forward to bringing this expertise to your archival project. Avenu has key staff who are subject matter experts (SME) in their field. They bring decades of experience to each project. We utilize fully-trained staff members that allow us to start the project quickly and effectively within days of contract signature.

The steps involved in a project of this size and complexity are as follows:

1. Perform an onsite inventory of all Record Books in scope to determine if any special handling or additional equipment will be needed onsite. We will have high end continuous feed scanners and bound book scanners as well as wide-format scanner available for this project.
2. Set up a meeting with key players in Avenu and City of Paducah. The purpose of this kickoff meeting is to discuss the full scope of the project to ensure Avenu delivers the quality product City of Paducah expects. We will review any anomalies that would require special handling and our proven Avenu approach.
3. Scan team will set up required hardware in area designated by the City of Paducah.
4. Scanning will commence, utilizing our expert scan team, high-end scanners and quality control team.
5. All pages will be scanned to a JPG file to capture the closest representation of the original image.
6. The JPG files will be converted to 300 dpi, Group IV Tiff images.
7. All images will be reviewed by an operator and any file that is flagged as poor quality will be sent to the QC team for additional image enhancement to obtain the cleanest, sharpest image possible.
8. Images will be named in single-page format using BookType\Book\Page directory structure, using alpha pages where required. Alternative naming can be discussed during project kickoff.
9. Avenu team will provide a sample set to the City of Paducah for acceptance before proceeding with the project. This sample set will be indicative of the accuracy and quality that the City of Paducah should expect in the entire project.
10. Upon completion of each subset deliverable, Avenu will provide the City of Paducah with an electronic copy of the images in a complete range of books for review and acceptance. Avenu will provide a 'signoff' sheet to which the City of Paducah will sign upon acceptance of each deliverable.
11. Avenu will provide weekly status updates at the onset of the project and monthly deliveries beginning in month one (1) from project start.

1.3 Scanning Books and Paper Files

Our project methodology combines advanced technology, the highest quality professional document conversion and image enhancement services with proven solutions. Our proposal includes on-site scanning of the books, conversion to microfilm, image enhancement and quality assurance services supported by our experienced, well-qualified staff. We will scan the Ordinance books from Books 6 to 18 and Minute books from Book 17 to 26 on-site at the City with our Digital Imaging Production scanners. These scanned images will be transferred to our secure micrographics laboratory where we use Kodak Archive writers to convert the digital images to roll microfilm. This microfilm will be generated to your specifications and will be of archival quality. We will then perform archival processing of your film to the highest ANSI/AIIM standards. Avenu is a CERTIFIED VENDOR of the Kentucky State Archives.

Avenu's method of on-site book scanning ensures the highest quality results possible. Your original records do not leave your facility and are immediately available; alleviating the risk of lost or misplaced records. All necessary equipment, maintenance and supplies are included in our pricing.

1.4 Prep

The records will be transferred, from the original storage area to the defined production area within the City. No documents will leave, be transported or stored in any other facility other than the specified City facility. Avenu will handle all documents with care without causing damage to the original document. We will prepare a list of what is transferred from the office to the production area.

Once the books are ready to be prepped, a technician will take selected books or boxed files to the prepping staging area within the City. We will perform the standard prepping procedures to ensure that the books are "scanner ready". This includes but is not limited to separating the pages, checking for correct page order and repairing any torn edges of damaged pages.

After scanning, technicians will re-assemble the books and return them to the original location from which they were taken.

1.5 Scanning

Utilizes existing high-end production scanners to ensure a high-quality image of the City of Paducah documents. The scanners provide Adaptive Threshold Processing. This along with our proven internal capture software will enhance document quality and provide other processing features such as black border removal, de-skewing, de-speckling, image stitching and cropping. All documents are scanned at 300 dpi in a JPG grayscale format. During scanning, the operator monitors image quality and rescans any documents of less than desirable quality. The scanned images are run through Digital Magic using a "page by page" Digital Magic operator enhancement option. After scanning, images are reviewed again to ensure the overall quality of the scanned images and that all corresponding images have been scanned and post-processed, quality reviewed with 100% image inspection, and numbered according to required format. Images are organized as batches by Record Book Name, Volume and Page within a directory with the directory name being the book name. Two copies of the scanned images will be made available to City of Paducah on mutually agreeable external storage.



1.6 Enhancement

After the documents have been scanned in a grayscale format, we will provide post capture processing to clean-up and enhance weak images and perform the following Image Improvement procedures.

- **Convert the white on black images to black on white:** Using proprietary routines to produce the cleanest, most readable version of the image.
- **De-skewing:** This technique straightens images that are slightly crooked due to mechanical tolerances in the scanner's document feeder.
- **De-shading:** This component removes the gray-shaded backgrounds found on some forms or areas within some forms.
- **De-speckling and Streak Removal:** These techniques remove small speckles and streaks caused by dirty pages, dirt on the scanner optics, or noise in the scanner CCDs.
- **Image stitching:** Image stitching is a digital process that takes two single page TIFF images and combines them into one seamless TIFF image.
- **Line Removal:** On typewritten forms, words are frequently typed so that they cross over the lines on the form. Line removal erases the lines on the image and then reconstructs the characters so they can be recognized.
- **Edge Enhancement:** This is a multiple set of filters that sharpens the edges of characters.
- **Lighting/Darkening:** Document readability will be improved by performing before output takes place.

Documents will be processed using operator manual image cleanup and enhancement with our proprietary program, Digital Magic. Quality control (QC) operators will sign out completed volumes and review image quality. If any images are below standards, the QC operator will lighten or darken pages as required.

1.7 Format

Images must be provided on an external portable media in TIFF format.

Experience in digital formats is a strong suit at Avenu. With over 40 years' experience in digital processing, Avenu becomes the best-in-breed for all your digitizing needs. We have the latest technology to scan, crop, deskew and size images. With this expertise, your images will not be distorted from the original source. Avenu will deliver bitonal, Group IV TIFF format images as stated in the RFB, by the City of Paducah. We have decades of experience in multiple file formats to deliver to the City the best possible image to import into their system.

1.8 Repacking/Delivery

Documents are to be repackaged in the existing binding in exactly the same order as originally packaged. Books must be picked up from, and returned to, City Clerk's Office shelving at Paducah City Hall.

Avenu staff will prepare pages to be scanned by opening, removing from sleeves, or pin-bound books to prepare the documents for scanning. If books are bound, fragile or slightly over-sized, Avenu's expert scan team will utilize our state-of-the-art bound book scanner. Once the documents are scanned, the original documents will be replaced in their respective binder/book and returned in their original status.

In order to perform the book digitization on-site, Avenu will require, at minimum, an 8x8 work area with at least one table and chair to be provided near the books in scope, if possible. This will allow our scanning staff room to disassemble, prep, scan and reassemble the books.

1.9 Access

Vendor must provide both physical and electronic document access to the City Clerk's Office for the entirety of project (while records are off-site being converted).

Since it is Avenu's intent to scan the books on-site at the City of Paducah, all books will be readily available to the City Clerk's Office at all times.

Section II – Microfilm

REQUIREMENT: RFB Section 1

Scan/Digitize approximately 21,000 pages which are housed in bound books – Provide 2 copies of the records in digitized format (1 copy for the City Clerk's Office and 1 copy for the Kentucky Department of Libraries & Archives)

Avenu will convert all digitally scanned documents to archival quality microfilmed images according to ANSI/AIIM standards and per the RFB requirements.

- The images will be processed in the original order as created and maintained on a specially configured computer system where Avenu proprietary software automatically rotates each image and ensures proper scaling and that each image is a Group IV single page TIFF file.
- Resolution target pages will also be inserted onto the files in the event that a resolution test must be performed.
- Automatic separation will be created between each volume, and no book will be split onto two rolls.
- Avenu will maintain the required file directory structure so each City's image files will reside in individual separate directories on our system. Images will be sorted by City book and page. Books will not span multiple film rolls.
- The images will then be sent through Avenu's image conversion laboratory network to the computer system that drives Avenu's KODAK® image to film conversion hardware systems. Here the image will be further processed by another software program that ensures all images are correctly scaled for uniformity and optimal fit within each microfilm frame.
- Avenu will use our high-speed Document Archive Writers, capable of converting over a million pages per month, to convert the digitized images to archival microfilm rolls. One master silver original and one diazo duplicate will be produced for each roll.
- The film will then be transferred to Avenu's microfilm laboratory for processing using our Kodak Prostar processor.
- Processed film will be placed in acid-free microfilm storage boxes in sequential order and labeled per the specifications of the RFB. The original will be sent to the Kentucky Department of Libraries & Archives and a copy to the City Clerk's office. A digital copy will be provided on an external hard drive.

2.0 Quality Control Inspection

The following required tests are performed and tabulated on a daily basis:

- Quality Control Test to monitor for consistent microfilm processing
- Methylene Blue Analysis to analyze for proper archival washing of film and to ensure that the processing of film meets the standards set by the American National Standards Institute (ANSI) and State Archive Standards.
- Fixer Analysis to detect concentrations of silver and thiosulfate in the fixer
- Print Film Tests that analyze output films for slippage
- Image quality, exposure and physical quality
- Scratch Testing to eliminate scratches in processed microfilm.
- Density Test to monitor film contrast.
- Page by Page inspection of each roll.
- As a part of the EPM Quality Control Program, the following additional procedures are in place to ensure that we continue to meet ANSI/AIIM standards:



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- Lint-free, white cotton gloves are always worn during inspection and handling of film, eliminating the potential scratching of film or damaging acids produced from skin oils.
- Film is wound onto non-corroding plastic reels and attached using acid-free material. No contamination-causing rubber bands or tape is used. Care is also taken to make sure the reels are not overloaded or wound too tightly.
- Avenu also inspects film to identify flaws such as shortened images, double exposure, fogging, spotting, fingerprints, and frilling, mottling, streaking and water spots.

Any major defects are immediately brought to the attention of the camera operator. All divergences from the established standards are recorded.

2.1 Retakes

As retakes and additions are encountered, they are handled by applying the existing volume and page to these images and inserting them in their existing file. All added retake images are then attached to the proper book and page place. This process ensures that all images of a given book are viewable and retrievable from one location with no effort and time spent searching for possible missing images or documents.

Section III. Cost Proposal

DESCRIPTION	QTY	UOM	UNIT PRICE	EXTENDED
On - Site Scanning Bound Books				
Ordinances 10" x 16"	15,600	Per image	.57	\$8,892.00
Minutes 14" x 17"	6,000	Per image	.57	\$3,420.00
Digital Magic	21,600	Per Image	0.00	included
Microfilm Processing				
5500 frames per Roll	8	Rolls	\$0.00	included
EXTENDED AMOUNTS ARE ESTIMATED. BILLING WILL BE BASED ON ACTUAL QUANTITIES.				



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Bid to:

**Ordinance and Minute Book Records Digitization
And Conversion to Microfilm Contract**

Presented to:

**City of Paducah, Clerk's Office
300 South 5th Street
Paducah, KY 42003**

Presented by:

**US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607**

Kimberly LeGate
Customer Service Manager
klegate@us-imaging.com
(615) 630-3604

March 29, 2019

US★Imaging

March 29, 2019

Lindsay Parish
City of Paducah Clerk
300 South 5th Street
Paducah, KY 42003

On March 18, 2019, I visited your office to perform an on-site examination of the books to be scanned. On behalf of US Imaging, I am pleased to submit the following proposal to scan Ordinance and Minute books off-site and create 16mm archival rolifilm for the City of Paducah.

US Imaging has been a Fuji and Kodak certified microfilm lab for 43 years and has been archiving digital images to microfilm since 1997. Our lab meets and exceeds all ANSI, AJIM, ARMA, PRIA, IGO and State specifications. We will ensure that film created meets or exceeds all State and ANSI standards for resolution, density and archival quality. We currently archive over 25 million digital images per year to microfilm and have worked with 379 County Clerks and Recorders for their archiving needs.

Our team will provide the City with an unparalleled combination of expertise, proven processes and state of the art technology to provide the highest quality images and indexes possible. US Imaging understands the scope of work required, the critical success factors, and the City's goals. US Imaging has become America's premier Conversion Service for the following reasons:

- **Experience** – We have been in the imaging business for 43 years and have successfully served over 711 Counties nationwide. We are the only scanning vendor in America that exclusively serves Counties.
- **3 Stage Process** – Our unique 3 stage process allows us to provide the highest quality at the lowest price while providing the City with complete control over the image quality and project budget.
- **Stage 1: Off-Site Scanning** – US Imaging can scan 100% of the files at our facility and deliver 100% of the images to you for instant access.
- **Stage 2: Inspect, Group & Index** – 100% of the images are inspected for legibility, grouped together as documents and indexed.
- **Poor Quality Reporting** – 100% of the images are inspected two times as 12" x 16" images on 20" portrait monitors for legibility. We will provide a detailed report of Book-Page # or Document-Page # and the reason that it has been reported as poor quality: too light, too dark, blurry, A Page, retake, missing, etc.
- **Stage 3: Image Enhancement** – US Imaging can adjust the poor contrast of an entire roll, splice, book, jacket, aperture card, document, page or any specific area on a page to provide the most legible images possible.
- **Image & Index Formatting** – US Imaging has export formats for every Imaging system on the market.
- **Guaranteed Quality** – If the City is ever unsatisfied with any image or index, we will correct it for free.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (815) 630-3604 or e-mail klegata@us-imaging.com.

Sincerely,



Kimberly LeGate
Customer Service Manager
US Imaging, Inc.

400 S. Franklin Street • Saginaw, MI 48607
Phone: (989) 753-7933 • Fax: (800) 517-4293

The City of Paducah Requirements:

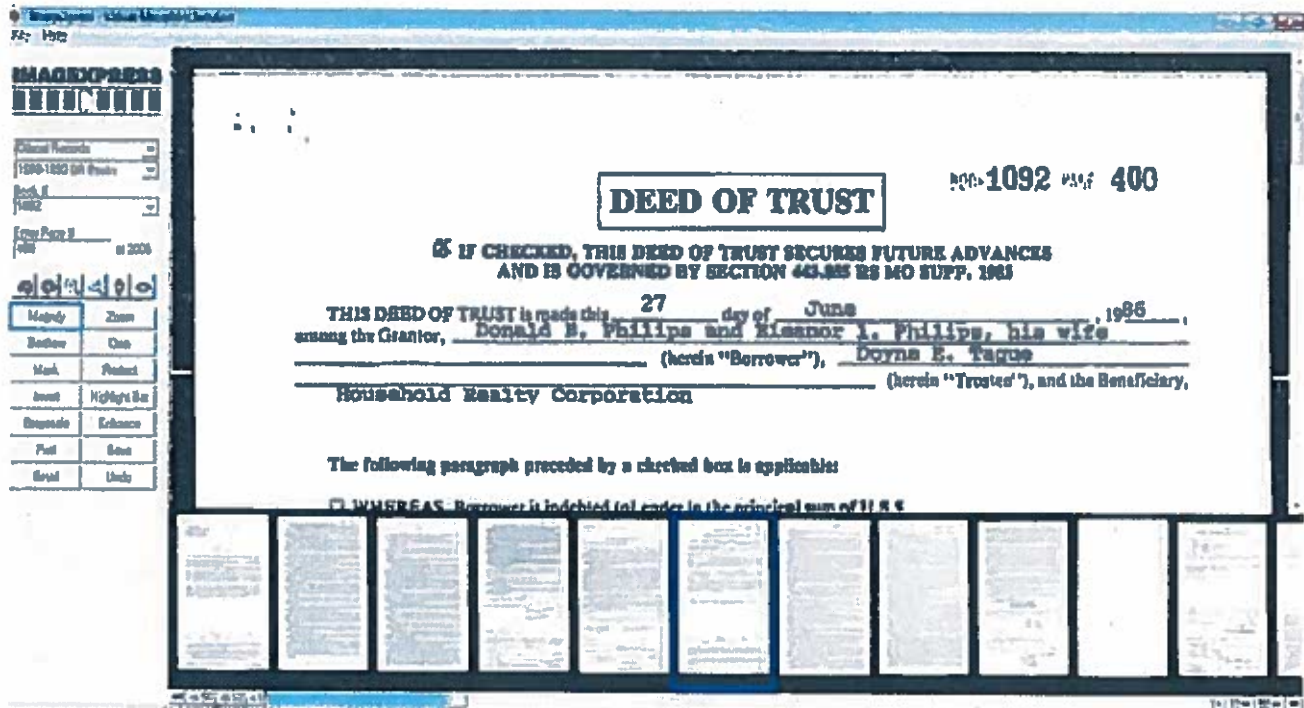
- **Original Media** – The City will retrieve all the original books for the range of this project and confirm that all the desired books are present.
- **Packing** – US Imaging will send the City 15" storage boxes. These 15" x 12" x 10" double wall construction boxes are very durable and easy to setup. The City will pack the books in order into the boxes, fill empty space with plastic bubble wrap and identify each box by the book (range) contents. Once the boxes are ready for transport, US Imaging will arrange for courier pickup.
- **On-Line Inventory Report** – US Imaging will provide an On-Line Inventory Report that the City can utilize to track the progress of the project.
- **Hardware** – The City will allocate sufficient hard drive storage to import TIFF images into the LaserFiche imaging system.
- **Import** – The City will work with system vendor to import images into the LaserFiche imaging system.
- **Pilot** – The City will inspect the first 1,000 images each time that the media changes and approve image quality and index accuracy or request changes prior to completing Stage 2.
- **Poor Quality Image Report** – The City will review images on the poor quality image report and approve the enhancement and indexing of Poor Quality images.

US Imaging Requirements:

Stage 1 – Capture

- **Transportation** – Our experienced drivers will load the boxes into our locked trucks with GPS tracking and deliver the files directly to our facility in Saginaw, MI.
- **Tracking** – Once the boxes arrive at our facility, barcodes will be affixed to each box. The barcode box labels are scanned every time a box is moved so boxes are always tracked within a 4' x 4' area within our facility at all times.
- **Inventory Report** – US Imaging will create an On-Line Inventory Report for the customer to track the progress of the project. Once the books are received by US Imaging, we will inventory the books and populate the Inventory Report.
- **Book Inspection** - If books or pages in mechanical binders require sorting or preparation, we can sort or prep them for \$25.00 per hour.
- **Book Handling** - Books will be removed from archive boxes in sequential order. Bound pages will remain in the binder and placed in a custom book cradle during capture to hold 2 pages (left & right) open, flat, level and in focus. Pages in mechanical binders that are smaller than 12" will be removed from the binders and fed through a document scanner. After scanning, pages will be placed back into mechanical binders. All books will be put back into the archive boxes in order.
- **Bound Book Scanning** – Pages within a bound (sewn or glued) binder will not be cut and the pages and binder will remain as in tact. Pages will be scanned on a book scanner at 300dpi and are saved as color JPEG images. Our Book Scanners will capture 2 pages (left & right) per image, utilize book cradles to hold pages level & a glass platen will flatten the pages to minimize spine curvature and allow the scanner to obtain consistent focus and sharpness across both pages.
- **Mechanical Book Scanning** – Handwritten, Typed and Photostat pages are removed from mechanical binders and are scanned in color at 300dpi and are saved as color JPEG images. Pages are fed through an automatic document feeder and capture the front and back of the page simultaneously to create 2 individual JPEG images. Scanners will be cleaned each time that vertical lines appear to minimize file size and eliminate data from being covered up.
- **JPEG to TIFF Conversion** – All JPEG images will be converted to 300dpi single page Black & White TIFF images with Group IV compression. TIFF images will be sequentially numbered by a zero filled 8-digit number and stored in folders named by the Document Type and Book #.
- **Automatic Crop & Deskew** - Each TIFF image will be run through a software program to remove solid black borders and automatically deskew crooked pages to reduce file size by approximately 25%. Despeckle is not performed on scanned images as it has a tendency to remove punctuation.
- **Automatic Polarity Reversal** – Each TIFF image will be automatically reversed so that black images with white text will be reversed to white images with black text. Any pages with dual polarity or marginal notations will have additional processing performed in Stage 3.
- **USB Hard Drives** – All single page JPEG and TIFF images will be copied to 2 sets of external USB Hard Drives. 1 set will be shipped to the City for review and on-site backup. 1 set will be stored at US Imaging for additional processing and off-site backup.

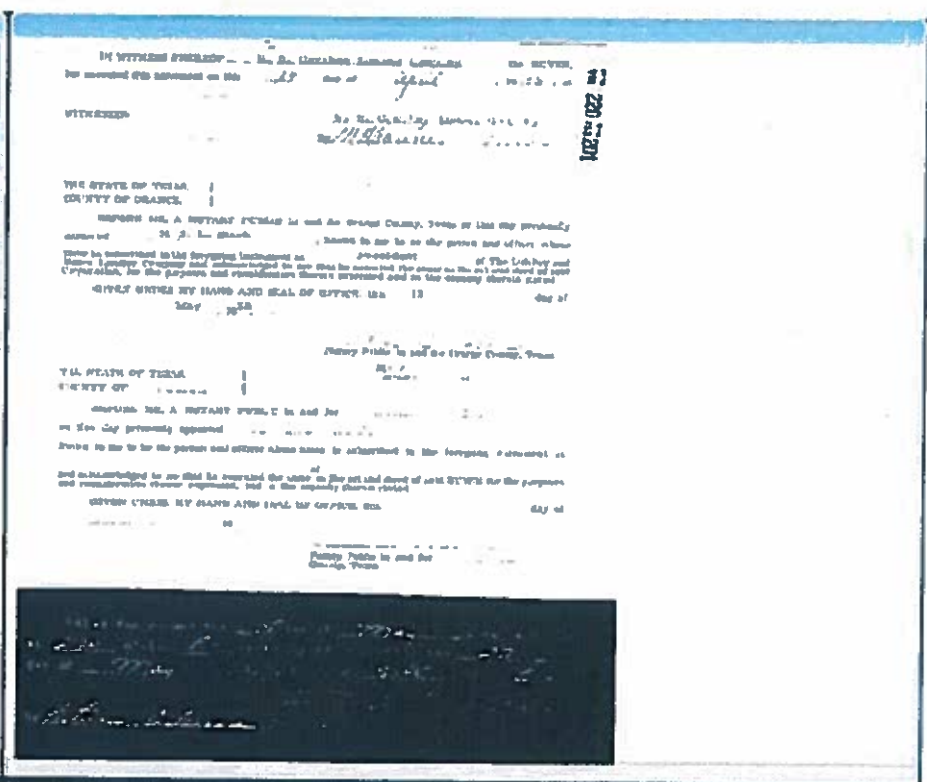
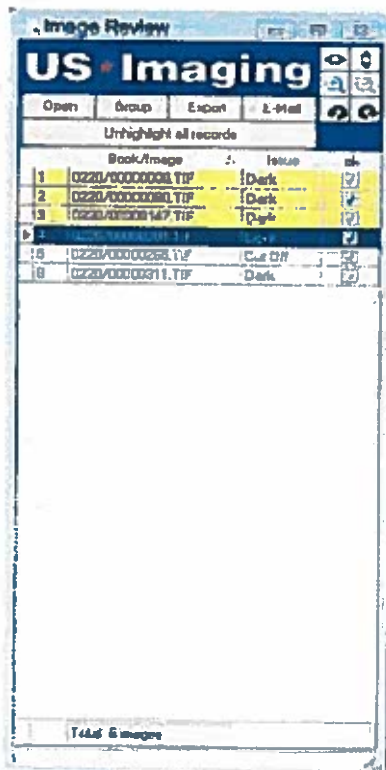
- **ImageXpress Software** – We will provide the City with a retrieval software program called *ImageXpress* that will allow the City to easily access images by book-page #, document #, quickly scroll through an entire book, roll, jacket or aperture card, view both TIFF & JPEG images, adjust JPEG grayscale contrast, crop, deskew, redact, mask, print, save or e-mail images as needed.



Stage 2 – Crop, Inspect, Group & Index

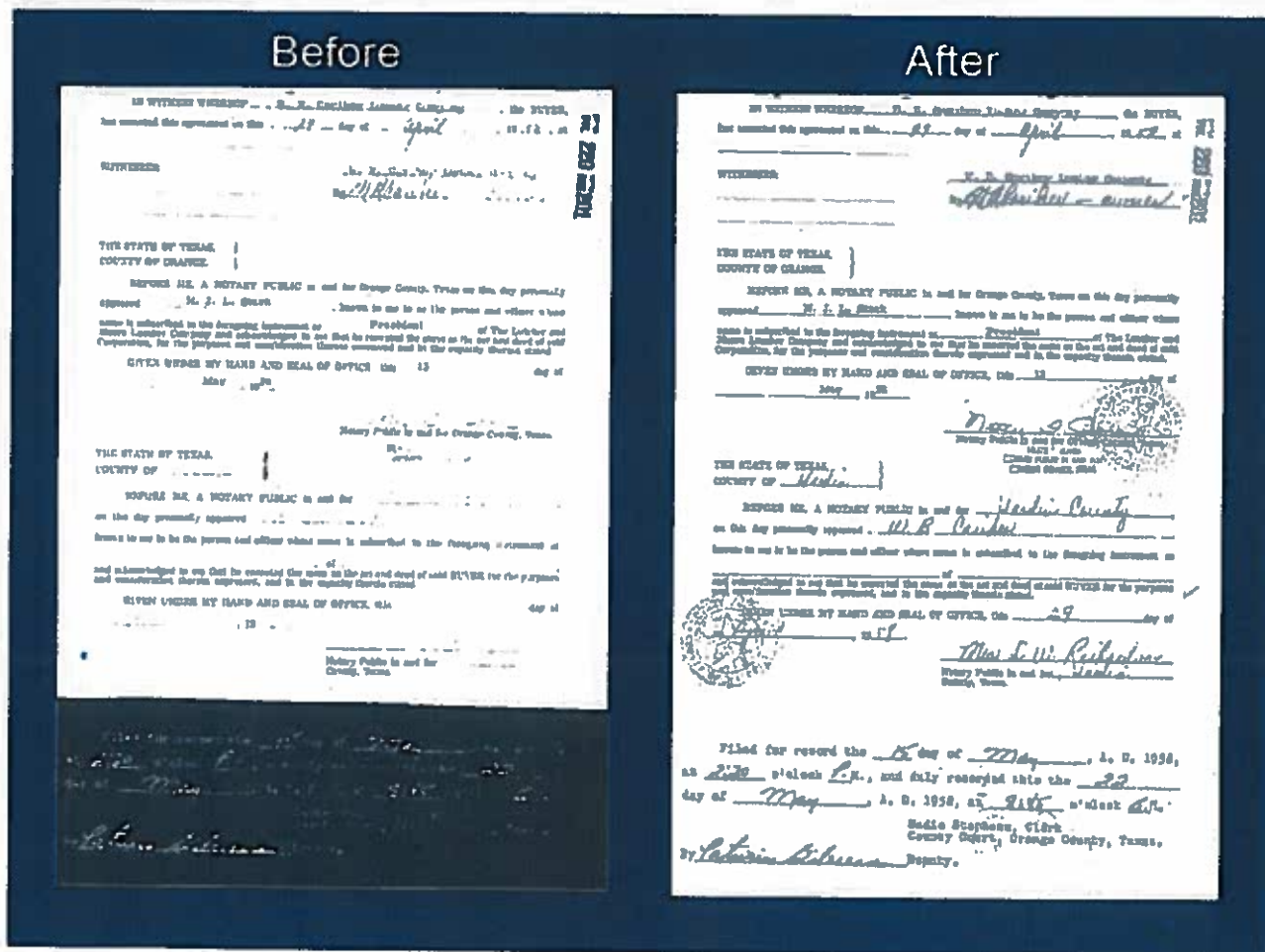
- **Excess Border Removal** – Due to certain page sizes the automatic crop included in Stage 1 may leave large white borders, black borders, black lines and shadows on the images. Manual cropping can be performed to provide a more accurate original page size, fewer bytes per image and better performance of your system and overall appearance of every image. No data or marginal notations will be removed from the image during this process.
- **Single Inspect & Report Quality** – Each black and white TIFF image will be visually inspected as a 12"W x 16"H image on 20" Portrait monitors and compared to the color or grayscale JPEG image on a second monitor and TIFF images with missing light data or gray shaded boxes that turn black with be reported as poor quality. Our staff will also check for sequential page order, missing pages, duplicate pages, "A" pages, retakes and image quality. Particular attention is to be given to the Party Names, Dates, Legal Descriptions and Signatures during this process. If any part of the image is considered illegible it will be added to the Poor Quality Image Report. The poor quality issues that will be identified on the report are image too dark, image too light, blurry, white spots, black spots, poor original, out of order, missing, duplicate, "A" page & retake.
- **Double Inspect & Verify (Optional)** – Image quality is subjective, and we highly recommend a second opinion. 100% of the images will be inspected and reported a second time by a second inspector. The poor quality images identified by the first inspector and the second inspector will be consolidated into one Poor Quality Report to guarantee the highest image quality possible.
- **Manually Group & Index** – During scanning images are captured as single images and stored in folders by each Book #. If Computer Index data is not available, our staff will manually group individual pages together for each document and index each document as specified by the City:
 - **Ordinances (Records Retention Series # L4849):** Ordinance adopted before January of 1988 did not have assigned ordinance numbers. Each individual Ordinance adopted after January of 1988, must be titled by the assigned Ordinance Number (Example: 1988-1-1). Ordinances adopted before January of 1988 should be titled by the Book Number and Page Number where they begin. (Example: BK 6 PG 365).

- Resolutions (Records Retention Series #L4945): Resolutions are contained within the Ordinance Books and do not have assigned numbers to identify them. Resolutions should be titled by the Book Number and Page Number where they begin. (Example: BK 6 PG 366).
- Minutes (Records Retention Series #L4938): Minutes should be titled by the Month, Day and Year of the Commission Meeting (Example: 01-09-1958).
- Index to Official Minutes (Records Retention Series #L4939): The index for a Minute Book will be at the front of each book and should be titled by Index Type and Book Number. (Example: Minute Index BK 9)
- Index to Official Ordinance (Records Retention Series #L4942): The index for an Ordinance Book will be at the front of each book and should be titled by Index Type and Book Number. (Example: Ordinance Index BK 12)
- **Double Group, Index & Verify (Optional)** – Manual grouping and indexing is prone to human errors and we highly recommend double grouping and indexing to eliminate them. 100% of the images will be grouped and indexed a second time by a second indexer. The documents and indexes identified by the first indexer and the second indexer will be compared electronically and any mismatches will be inspected, verified or corrected by a third indexer to guarantee the highest grouping and indexing accuracy possible.
- **USB Hard Drives** – All cropped, inspected and indexed TIFF images will be copied to 2 sets of external USB Hard Drives. 1 set of images will be shipped to the City for review and on-site backup on new hard drives. 1 set of images will be copied to Stage 1 backup drives stored at US Imaging.
- **ImageReview Software** - We will provide a reviewing software program called *ImageReview* that will allow the County to easily sort the Poor-Quality Report by Document-Page #, Book-Image # or Poor-Quality Issue (light, dark, blurry, etc.). *ImageReview* can also filter the images by poor quality issue to isolate specific issues of concern and minimize the number of images that need to be reviewed. *ImageReview* will display the poor quality image so the County can see the problem with the image. Images can be deselected from the list if the image is of acceptable quality to the County. *ImageReview* highlights images on the list after they have been inspected so the users know if the image has already been inspected or not. Once inspection is complete, *ImageReview* exports an approved list of images to be enhanced that can be easily e-mailed to US Imaging and provide approval to proceed to Stage 3. This tool dramatically reduces the number of images that need to be inspected by the County and provides the County with complete control over the quality and budget.



Stage 3 - Enhance & Format

- **Image Enhancement (Optional)** – US Imaging has the ability to adjust the black and white contrast of poor quality TIFF images from the 256 shades of gray contained within the JPEG images. We will only enhance County approved images on the poor quality image report. We can adjust the contrast of the entire page or any specific area on a page to provide the most legible images possible
- **Formatting** – US Imaging will format the images and indexes for LaserFiche. Per the City's request, electronic files will be foldered by the document type, sub-foldered by the decade, and sub-foldered by the individual year of adoption.
- **USB Hard Drives** – All formatted images will be copied to 3 sets of external USB Hard Drives. 2 sets of images will be shipped to the City for review and on-site backup on a new hard drive. 1 set of images will be copied to the Stage 1 backup drives stored at US Imaging.



Digital Image Archiving

- State law requires human readable copy of digital information with a retention period of ten years or longer. Our service allows you to digitize your own records with low cost digital scanners and convert the digital images to microfilm images.
- US Imaging will convert the digital images in Book-Image # order to silver microfilm, 16mm x 100' at a 24x reduction ratio. Each image will have a single level blip, and if desired, a sequential image address number next to each image.
- All first-generation rolls will be inspected for ANSI microfilm standards of 3' of leader, 100 lines of resolution, 0.9-1.2 density and 3' of trailer, visible defects and missing pages. Resolution and density targets will be included at the beginning of each roll. No splices will be utilized.
- All rolls will be packaged in plastic storage boxes that meets ISO standards for preservation, and labeled with the City name, title of record, book range, date range and roll number. A packing list will be prepared and shipped via UPS, with tracking and signature confirmation directly to the City or the City's secure storage vendor. Address to be provided.
- Optional application of Brown Tone can be applied to all film, for \$20.00 per 16mm roll.
- Optional diazo duplicate rolls can be created for \$20.00 per 100' roll to provide both an on-site and off-site copy of the film.

Volume Title

Description	Images	Film	Rolls
L4942, L4949, L4945 - Index to Official Ordinance, Ordinances & Resolutions (Vols. 6-18)	15,200	100'	6
L4938, L4939 - Index to Official Minutes, Minutes (Vols. 17-26)	7,600	100'	3

Section I: Estimated Investment to Scan/Digitize Ordinance and Minute Books Off-Site

Bound or Oversized Mechanical Books

1 Book	@	1200 Pages per Book (Minute Vol. 17)	=	1,200 Pages
9 Books	@	712 Pages per Book (Board of Commissioner Vols. 18-26)	=	6,400 Pages
8 Books	@	1100 Pages per Book (Ordinance Vols. 6, 12-18)	=	8,800 Pages

Mechanical Books

5 Books	@	1280 Pages per Book (Ordinance Vols. 7-11)	=	6,400 Pages
22,800 Pages	@	15% Poor Quality Pages	=	3,420 Poor Quality
22,800 Images	@	400 Images Per Gigabyte for JPEG Images	=	57 GB for JPEG's
22,800 Images	@	4,000 Images Per Gigabyte for TIFF Images	=	8 GB for TIFF's

Stage 1

			Required	Optional
1 Pickup	@	\$2,000.00 Pickup & Transport Books to Saginaw, MI	=	\$2,000.00
18,400 Images	@	\$0.15 Per Image to Scan 300dpi Color JPEG	=	\$2,480.00
6,400 Images	@	\$0.08 Per Image to Scan 300dpi Color JPEG	=	\$512.00
22,800 Images	@	\$0.01 Per Image to Convert JPEG to B&W TIFF	=	\$228.00
2 Drives	@	\$150.00 Per USB Drive, Copying & Backup	=	\$300.00
1 Shipment	@	\$25.00 Per USB Drive Shipment, UPS Ground	=	\$25.00

Stage 2

22,800 Images	@	\$0.03 Per TIFF to Remove Excess Borders	=	\$684.00
22,800 Images	@	\$0.03 Per TIFF to Single Inspect & Report to 98% Quality	=	\$684.00
22,800 Images	@	\$0.03 Per TIFF to Double Inspect & Report to 99.95% Quality	=	\$684.00
22,800 Images	@	\$0.05 Per TIFF to Single Group & Index to 98% Accuracy**	=	\$1,140.00
22,800 Images	@	\$0.05 Per TIFF to Double Group & Index to 99.95% Accuracy**	=	\$1,140.00
1 Return	@	\$2,000.00 Return Transport Books to Paducah, KY	=	\$2,000.00
2 Drives	@	\$150.00 Per USB Drive, Copying (City & KDLA Backup)	=	\$300.00
1 Shipment	@	\$25.00 Per USB Drive Shipment, UPS Ground	=	\$25.00

Stage 3

3,420 Images	@	\$0.40 Per TIFF to Enhance & Replace Poor Quality	=	\$1,368.00
1 Drive	@	\$150.00 Per USB Drive, Copying	=	\$150.00
1 Shipment	@	\$25.00 Per USB Drive Shipment, UPS Ground	=	\$25.00

Total Investment	=	\$10,368.00	\$3,367.00
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**See Notes Regarding Indexing and Electronic Folder Requirements

Section II: Estimated Investment to Archive Digital Images to Microfilm

Digital Image Archiving

15,200 Images	@	3,000 Images per Roll (Ordinances & Resolutions)	=	6 Rolls
7,600 Images	@	3,000 Images per Roll (Minutes)	=	3 Rolls
22,800 Images	@	\$0.025 Per Image to Archive to 16mm x 100' Microfilm	=	\$570.00
9 Rolls	@	\$20.00 Per Diazo Duplicate Roll	=	\$180.00
1 Box	@	\$25.00 Per Box, Microfilm Shipment	=	<u>\$25.00</u>
Total Investment			=	<u>\$775.00</u>

ACCEPTANCE AND AUTHORIZATION:

The proposed quantities above are estimated, invoiced quantities will be actual. Invoices will be issued with each Stage or Hard Drive shipment.

All hard drives, images and indexes are the exclusive property of the City. US Imaging will not reproduce or distribute the City of Paducah images and/or indexes to any other entity except the City of Paducah.

The City of Paducah may designate acceptance of this proposal by signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

In exchange for products and services outlined in this proposal, the City of Paducah agrees to pay US Imaging, Inc., the total amount due within 30 days from the date of invoice. Any amounts outstanding will be assessed a finance charge of 1.5% per month on the unpaid balance.

US Imaging also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

Accepted by:

Lindsay Parish
City Clerk
City of Paducah
300 South 5th Street
Paducah, KY 42003

Accepted by:

Kimberly LeGate
Customer Service Manager
US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607

Signature: _____

Signature:  _____

Date: _____

Date: March 29, 2019

Please check the approved Phase(s) / Service(s):

Required Services

<input type="checkbox"/> Section I: Scan Ordinance and Minute Books Off-Site	= \$10,358.00
<input type="checkbox"/> Section II: Archive Digital Image to Microfilm	= <u>\$775.00</u>

Total Estimated Investment = \$11,133.00

Optional Services

<input type="checkbox"/> Stage 2: Double Inspect & Report to 99.95% Quality	= \$884.00
<input type="checkbox"/> Stage 2: Double Group & Index to 99.95% Accuracy	= \$1,140.00
<input type="checkbox"/> Stage 3: Enhance & Replace Poor Quality	= <u>\$1,543.00</u>

Total Estimated Investment with All Options = \$14,500.00



March 25, 2019

Paducah Planning Department
c/o Melanie Townsend
300 South Fifth Street, 2nd Floor
Paducah, KY 42002

RE: Bid for Digitization & Microfilm Contract

Dear Ms. Melanie Townsend,

Please find enclosed the proposal for the digitization (including image capture and processing) and creation of archival microfilm of the City of Paducah's volumes. This proposal is presented by Kofile Technologies, Inc. (Kofile).

With Kofile, the City of Paducah has access to the world's foremost microfilm experts, leaders, technology, and machines. Kofile works closely with Eastman Park Micrographics, Inc. (EPM)—as our parent company owns and operates it, and we share a facility. Kofile has completed numerous microfilm conversion projects for government records. All microfilming procedures are archival quality and produced according to ALIM, NIST, and ANSI Standards. Our history in meeting precise records management requirements is exceptional.

The City of Paducah is assured of the Best Value for any digitization and microfilm project, especially for those requiring legible images and addressing poor resolution and/or damaged originals. Because Kofile digitally images and processes images prior to producing microfilm, the City is assured of receiving the highest quality microfilm images and accurate blips/targets.

Kofile will follow all Kentucky Department for Libraries and Archives policies and regulations and agrees to have microfilm tested and approved by the department prior to payment authorization. Blipping standards will adhere to those set in the October 8, 1990 memo. All services will be provided within the term of the grant following the beginning of the 2019 fiscal year and subsequent availability of state funds. Turnaround is an estimated 12 weeks from production commencement.

Please do not hesitate to contact us if you have any questions.

Sincerely,

Rick Meader

Rick Meader
Rick.Meader@kofile.us

rmh

7903 THORNDIKE ROAD, GREENSBORO, NC 27409
P: 336/542-5115 F: 336/283-5327 INFO@KOFIL.US

PROJECT INVENTORY & ITEMIZED PRICING

Without a signed Agreement, prices are good for 90 days from the date of this proposal. Upon approval, pricing remains firm for the Agreement term. Billing will occur on actual counts based upon the unit pricing herein. The following table includes the project inventory and itemized pricing for items detailed in Attachment A of the Bid.

KEY **Format & Notes**
BD **Bound** **LL** **Loose Leaf**

CITY OF PADUCAH, KY—SECTION I AND II PROJECT INVENTORY & ITEMIZED PRICING								
RECORD SERIES TITLE	VOL. QTY.	SHEET SIZE	PAGE COUNT	FORMAT	UNIT PRICE	PRICE QUOTE	16 MM ROLL COUNT (215' ROLL)	16 MM ROLL COUNT (215' ROLL) DIAZO COPY
Ordinance	6	15½ x 10	382	B	\$1.35	\$515.70	1	1
Ordinance	7	16 x 10	1,050	LL	\$0.85	\$892.50		
Ordinance	8	16 x 10	1,097	LL	\$0.85	\$932.45		
Ordinance	9	16 x 10	1,429	LL	\$0.85	\$1,214.65		
Ordinance	10	16 x 10	1,558	LL	\$0.85	\$1,324.30		
Ordinance	11	16 x 10	980	LL	\$0.85	\$833.00	1	1
Ordinance	12	16 x 10	1,370	LL	\$0.85	\$1,164.50		
Ordinance	13	16 x 13	1,002	LL	\$1.35	\$1,352.70		
Ordinance	14	16 x 13	871	LL	\$1.35	\$1,175.85		
Ordinance	15	16 x 13	1,225	LL	\$1.35	\$1,653.75		
Ordinance	16	16 x 13	1,188	LL	\$1.35	\$1,603.80	1	1
Ordinance	17	16 x 13	1,262	LL	\$1.35	\$1,703.70		
Ordinance	18	16 x 13	1,076	LL	\$1.35	\$1,452.60		
Minutes	17	18 x 12	526	LL	\$0.85	\$447.10		
Minutes	18	18 x 12	741	LL	\$0.85	\$629.85		
Minutes	19	18 x 12	770	LL	\$0.85	\$654.50	1	1
Minutes	20	18 x 12	1,201	LL	\$0.85	\$1,020.85		
Minutes	21	18 x 12	534	LL	\$0.85	\$453.90		
Minutes	22	18 x 12	687	LL	\$0.85	\$583.95		
Minutes	23	18 x 12	585	LL	\$0.85	\$497.25		
Minutes	24	18 x 12	468	LL	\$0.85	\$398.80		
Minutes	25	18 x 12	485	LL	\$0.85	\$412.25		
Minutes	26	18 x 12	398	LL	\$0.85	\$338.30		
TOTAL	23		20,885			\$21,255.25	4	4

The inventory items will receive the following services as identified:

(IM) Archival Digitization—Image Capture, Processing, & Enhancements

- Capture at a minimum of 300 dpi at 256 gray levels. Images accumulate as Group IV bi-tonal images as a standard TIFF or PDF.
- Kofile's IMAGE PERFECT application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Page Validation (Automated PG. Numbering for Validation).
- Annotations (Book, Volume, and Page) are electronically added on the digital image. Custom annotations are offered upon request.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page.
- Each image is certified and sight-verified during quality control.
- The City receives one MASTER COPY and a COPY of all digital images captured. Kofile can hold a security copy of the images for safe keeping.

(MM) Archival Microfilm—Blip Formatting & Film Creation

- Create archival 16 mm (215' roll) polyester base microfilm.
- All work will be performed in accordance with the Kentucky Department for Libraries and Archives policies and regulations.

Microfilm created in comic mode according to blipping instructions dated October 8, 1990.

Targets	<ol style="list-style-type: none">1. Each Title Target gets a two-level blip.2. Each Start of Retake and Start of Records Addition target gets at two-level blip.3. No other target gets a blip.
Pages/docs	<ol style="list-style-type: none">1. Each image/frame, including inserts and all indexes, gets a single-level blip.2. Each Retake and Record Addition image/frame gets a single-level blip, whether the page or document is numbered or not.3. When filming multiple images of the same page or document, put the blip only on the first image.4. Blip documents after corrections.
Photostats	<ol style="list-style-type: none">1. When filming Photostats, film the darker shot first in order to get the blip dark enough to be read on automated readers.
Density	<ol style="list-style-type: none">1. The density of blips must be at least a .8 in order for them to be easily recognized by the reader-printer.
Blip Location	<ol style="list-style-type: none">1. Place all blips at the leading edge of the image/frame in the lower left blip channel. The blip channel must be free of all other images.

CONDITION ASSESSMENT

A Kofile representative assessed the inventory for this project on-site. These volumes range from good to poor condition and are comprised of bound and loose-leaf manuscript (*handwritten*), typescript, negative Photostat, and photocopy pages. This condition assessment was conducted on March 13.



Response to Request for Bid

Ordinance & Minute Book Records Digitization & Conversion to Microfilm

Paducah, Kentucky

Lindsay Parish, City Clerk

April 3, 2019

Cott Systems, Inc.
2800 Corporate Exchange Dr.
Columbus, OH 43231
(800) 234-2688 | www.Cottsystems.com



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Lindsay Parish, City Clerk
City Clerk's Office
300 South 5th Street
Paducah, Kentucky 42003

Cott Systems, Inc. is pleased to respond to the City of Paducah's Request for Bids (RFB): ORDINANCE AND MINUTE BOOK RECORDS DIGITIZATION AND CONVERSION TO MICROFILM. Our extensive experience within the local government industry uniquely positions our company to meet the needs of your office today. Cott Systems is a 3rd generation company providing records digitization, document recording, and microfilm solutions to local government for more than 130 years. Headquartered in Columbus, Ohio, Cott Systems is dedicated to serving the information management needs of local offices like yours.

Sani Alisic, Data & Image Services Senior Manager, has been with Cott Systems for over 20 years and for the past 12 years he has been directly responsible for image and data capture, quality control, and delivery of final projects. Sani is involved in every aspect of data and imaging and will work closely with you to coordinate the project schedule. As work progresses, he will keep you informed of the status and timeline.

Should you need assistance with restoring or repairing your records, Cott Systems also offers a variety of bindery services, including quick fix document perseveration and full document restoration. We also offer a variety of binder and paper options. All paper is state-approved archival quality and comes in a variety of sizes and grades. Custom fitted binders are available in heavy gauge plastic, canvas, vinyl, and handcrafted leather with gold tooling. A variety of binder spine metals are available for a secure and custom fit.

Sheila Shafer, who represents Cott Systems in Kentucky, is authorized to serve as your contact regarding our submission. Sheila's contact information is below:

mobile: (513) 910-9206

e-mail: sshafer@cottsystems.com

Thanks again for the opportunity to provide digitization and microfilm creation services. We look forward to working with you.

Sincerely,

Mark Hellbusch | President

Cott Systems, Inc. | 2800 Corporate Exchange Dr. | Columbus, OH 43231
o) 800-234-2688 | e) mhellbusch@cottsystems.com

SECTION 1:

Cott Systems Company Overview



An innovator in public records management for more than 130 years, Cott Systems is today's technology leader for recording, imaging, and searching public records. Our deep roots in the records management industry have given us experience and knowledge unmatched in the market. As we continue to expand our innovative systems for recording, imaging, and searching records, Cott Systems not only builds effective solutions that save local government offices time and money, we build partnerships that our customers and their constituents can count on. We collaborate with our customers to ensure their experiences with our company and software solutions are of the highest value.



Headquartered in Columbus, Ohio, Cott Systems, Inc. is a privately held corporation certified by the Women's Business Enterprise National Council (WBENC). Cott Systems is actively involved in numerous industry organizations, including IGO, PRIA, and many state associations. While we continue to grow our staff with new talent, we also have an impressively tenured workforce of over 80 full-time associates with many reaching 20, 30, and even 40 years of service. For more information on Cott Systems, please visit our website at cottsystems.com.

Records Management Innovation Since 1888

Cott Systems has been delivering innovative products and services since our inception in 1888 when we served local governments by designing manual index systems. As early as the 1930s, our staff was reindexing old, inefficient systems into Cott Systems indexes celebrated for their efficiency and effectiveness. You can still find many of these paper-based indexes in public offices today.

With the rapidly changing world of technology, we enhanced our relationship with local governments by expanding our company as a service bureau in 1964. We continued to develop systems that made it possible for local governments to improve efficiencies, generate revenue, and dramatically improve service to their constituents. Since installing our first modern records management solution in 1993, Cott Systems continues to capitalize on new technology as we refine and enhance our software and services.

Decades of dedication have made us the leader in records management. Our data and image expertise combined with the talents of our technology solutions team make it possible for Cott Systems to provide all the services a local official needs to preserve and modernize the rich history of their jurisdiction.

Cott Systems Today

Cott Systems offers an extensive array of products and services that help local government officials preserve, protect, record, and digitize the important public records entrusted to their care:

- Our newest land records solution, RecordRoom, is a web-based system that offers the latest cloud technologies with a simple, easy-to-use interface.
- Online Index Books delivers digital representation of original historical records and indexes online to the viewing public.
- Our robust Resolution3 land records management system provides all the tools for recording land record documents, including online system access, eCommerce, eFiling, and eRecording.
- Verdict case management system is a comprehensive solution for the entry, management, and disposition of court cases in local Clerk of Court offices.
- Cott IQ is our revolutionary intelligent search that crosses all of our product offerings and powers RECORDhub, our new revenue-generating public access solution.
- Complementing our software systems are data and imaging services that include historical redaction, backfile imaging, reindexing, books, binders and paper, index printouts, and microfilm.

The Cott Systems Philosophy

Our people and technology have focused on one goal for more than 130 years: helping local officials deliver exceptional service to the public. To succeed, we continue to focus on three values:

Innovation – We continuously push research and development forward with one objective: helping our customers advance to the next level of efficiency, service, and data integrity.

Service – Our people care about this business and our customers' success. They are driven to help our customers solve issues and implement programs that support their operations.

Dedication – Our focus on the officials responsible for records management in local government is possible because our dedicated team has a wealth of experience and knowledge.



SECTION 2: Scanning & Imaging Services



Cott Systems has the proven experience to deliver imaging services that address your specific goals. From land and court records to microfilm and large plats, we can help. Our specialized equipment and expert staff will create high-quality images from your original hard copy books, microfilm, aperture cards, and other media. Our skilled technicians have decades of experience in material handling and preservation techniques, so you can trust in our ability to handle your records with care.

Since 2015, Cott Systems
has scanned more than
10 million documents
and created
Over 25 million images

What Sets Cott Systems Apart?

EXPERIENCE

Cott Systems has been an innovator in records management for over 130 years and has been digitizing records since the technology became available in the 1970s. Our team has more than 50 years of combined experience in document preservation and restoration.

SUPERIOR RESULTS

We use the latest scanning equipment to give you superior digital images, including Zeutschel bound book scanners, WideTEK duplex wide format scanners, and Kodak i5600 generation high-speed scanners that enable us to achieve maximum quality and image correction.

FLEXIBILITY

Cott Systems will work with you to develop a plan that meets your schedule and your budget. Since many hard copy documents cannot leave the office, we are prepared to work on-site at your facility, or we can complete your scanning project at our secure facility in Columbus, Ohio.

QUALITY ASSURANCE

Quality control is initiated at every step of the process and images are manually inspected to ensure you receive the best scan possible.

SECTION 3:

Microfilm Creation Services



Microfilm allows you to archive copies of your essential documents in a format that can last for hundreds of years when handled and stored properly. Microfilm also serves as an important defense against the loss of data due to disaster. When created from digital images, microfilm providing superior quality compared to traditional methods using a camera. Digital imaging offers enhanced quality-control features, and microfilm created from digital images can be produced as high quality silver copies. Cott Systems has decades of experience producing security microfilm for our clients. Our lab is Eastman Park certified for document processing, so you can be sure you are getting the highest quality microfilm. Cott Systems is familiar with and understands Kentucky Department for Libraries and Archives (KDLA) provisions and quality control standards, and we will meet all specifications.



Since 2013,
Cott Systems has worked with over
200 customers to produce:
10,000+ rolls of microfilm
Containing more than
22 million images

When we receive your images, we will review and compare them against previous images to verify that no data gaps exist. If a gap appears, we will contact you to identify the issue and help resolve the problem. When this step is complete, the series of images is officially logged and an internal workflow sheet is generated. To ensure quality, we track each image, inspecting them for discrepancies before committing any images to microfilm. Image suitability and quality are assessed, and images are prepared in accordance with current state-mandated microfilm requirements for optimal density levels, reduction ratios, and diverse target sheets. Using laser technology, the digital data is transferred

onto microfilm, and then the microfilm is developed. Each roll of microfilm must pass our rigorous quality control inspection. Finish film is labeled to identify its content and matched against the workflow sheet prior to its release. In addition, directories of the microfilm contents are incorporated into the film. Your finished film will meet all state requirements American National Standards Institute (ANSI) archival requirements for permanent records.

Superior Microfilm Service from Cott Systems

- Computer logging and tracking of each image ensure
- Frequent, random quality checks and recommendations for remediation, if needed
- Inspection for and notification of suspected missing data
- Sequential placement of missing pages before committing images to microfilm
- Meets or exceeds all state and industry archival guidelines

SECTION 4:

References



Kenton County, Kentucky

CONTACT Gabrielle Summe, County Clerk
303 Court Street | Covington, KY 41011
(859) 392-1660 | gabrielle.summe@kentoncounty.org

Christian County, Kentucky

CONTACT Mike Kem, County Clerk
511 South Main Street, Suite 15 | Hopkinsville, KY 42240
(270) 887-4109 | michael.kem@ky.gov

SECTION 5:**Pricing****cott
systems****Scan Bound Books Offsite, Deliver TIFF Images****\$24,035**

Cott Systems will provide the services to electronically capture and catalog Images of the records specified. Two (2) copies of the digital .TIFF Images will be provided on external portable media. One copy for the City Clerk's Office, and the other one copy for the Kentucky Department of Libraries & Archives.

Security Microfilm**\$4,200**

Cott Systems will create 35mm microfilm containing the images. Approximately twenty-one (21) rolls of microfilm will be generated, on 100 foot rolls. The same number of required diazo copies will be provided once the primary microfilm copies have cleared quality control. Does NOT reflect KDIA Quality Control and Evaluation fees.

Type	Date Range	Book Range	Total Images	Binder Type	Size
Minutes	1924-1967	17-26	6,500	Bound	15 1/4 x 9
Ordinances	1909-1975	6-18	14,500		up to 18 x 12 1/4

Total Estimated Images: 21,000**Assumptions and Requirements**

- Source documents provided by the Customer are assumed to be of usable quality, are complete, and are numbered and presented in sequence.
- Books will be transported to Cott for scanning. Books will be scanned as bound. Once scanning is complete, books will be delivered back to the customer.
- Customer may request particular Images while books are offsite. If needed, Images will be provided within 24 hours of Cott receiving the request.
- Cott will provide Quality Control for sequencing and naming of Images. Images will be named as specified in the Request for Bid.
- Cott will utilize digitizing settings that apply to the largest majority of the Images during the data capture process.
- Images will be captured in color.
- Based on onsite examination on March 27, 2019.
- Includes shipping.

Pricing Authorized by: Deborah A. Ball
Deborah A. Ball, Chief Executive Officer

Date: 4/1/2019

PLEASE NOTE: The pricing in this offer is valid through 10/1/2019. After this date, this offer will be priced at the current rate.

Bid Tabulation

Bid Req # Dept Attn	Clerk's Office Scanning & Microfilm Project City Clerk Lindsay Parish	Firm Kofile Technologies Contact Rick Meader Phone 513-708-3821 E-mail rick.meader@kofile.us	Firm DRM Contact Tanner Anderson Phone 270-443-1610 E-mail tanner.anderson@drmsusa.net	Firm US Imaging Contact: Kimberly LeGate Phone 615-630-3604 E-mail klegate@us-imaging.com	Firm Avenue Contact: Charles "Woody" Carter Phone 937-272-7766 E-mail charles.carter@avenueinsights.com	Firm: Coit Systems Contact: Sheila Shafer Phone 513-910-9206 E-mail shafer@coitsystems.com
1	Total Price	\$21,255.25	\$22,659	\$14,500	\$12,312	\$28,235
2	Scan/digitize	Yes	Yes	Yes	Yes	Yes
3	Folder and subfolder files	Yes	Yes	Yes	Not Responsive	Yes
4	Indexes Included	Not Specified	Yes	Yes	Not Specified	Not Specified
5	TIFF Format	Yes	Yes	Yes	Yes	Yes
6	Repackaged & Delivered	Not Specified	Yes - Off-site	Not responsive	Yes - On-site	Yes - Off-site
7	Access throughout project	Not Specified	Yes	Books will be taken to Saginaw, MI - Clerk must take from shelves and replace at City Hall	Yes - On-site	Yes
8	Inspection Performed	Yes - March 13, 2019	Yes - March 12, 2019	Yes - March 18, 2019	Yes - March 13, 2019	Yes - March 27, 2019
9	Signed Addendum Submitted	Not Responsive	Yes	Yes	Yes	Yes
10	Microfilm - Security Microfilm & Diazo Copy	Yes - 16mm	Yes- 35 mm	Yes - 16 mm	Yes - Size not specified	Yes - 35 mm
11	Bid Prices Final	Estimated Pricing	Bid Prices Final	Estimated Pricing	Estimated Pricing	Bid Final Prices